



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DISABILITY ADJUDICATOR IV	33	B	12.456
DISABILITY ADJUDICATOR III	32	B	12.428
OPTIONS A: CLAIMS EVALUATION			
B: VOCATIONAL ANALYSIS			
DISABILITY ADJUDICATOR II	30	B	12.425
DISABILITY ADJUDICATOR I	28	B	12.403

### SERIES CONCEPT

Disability Adjudicators evaluate applications for Social Security disability benefits; perform comprehensive review of medical, vocational, legal data and governmental applications and make judgments as to the nature and severity of physical and mental disabilities, applicants' capacity to perform work and applicants' vocational rehabilitation potential. Disability determinations are made by applying Social Security law, court orders and State regulations to specific findings of fact developed from medical and vocational evidence.

#### OPTION A - CLAIMS EVALUATION:

Incumbents verify, develop and document required medical and vocational evidence and the client's personal history by: reviewing applications for completeness; requesting and authorizing payments for existing collateral medical, psychological, vocational, employment and financial information needed to determine claim status or conduct a vocational analysis; recommending the purchase of consultative examinations as needed to provide required verification and documentation of medical conditions; interviewing applicants, in person and on the telephone, to elicit and document evidence which can be provided directly by the applicant, as well as determining the existence of additional sources of medical or vocational evidence.

Incumbents integrate physical, mental and vocational functional assessments to determine the combined effects of multiple body system impairments and the level of impairment according to medical criteria guidelines established by the Social Security Administration; exchange ideas, conclusions and decisions with program physicians and psychologists to resolve conflicts with medical and vocational evidence and arrive at the medical/legal concept of clinical severity and/or residual functional capacity; apply Federal and State regulations, procedures and standards to findings of fact and abstract medical and vocational concepts including the severity of the disabling conditions and/or the remaining functional capacity of the applicants to perform work; and establish the onset of the disability.

Incumbents compile the entire body of evidence into a written medical/legal decision of disability which sets forth the medical and vocational facts, the statutory requirements, and the occupational potential of the claimant. Prepare personalized notices using appropriate lay language to inform claimants of disability decisions and to advise them of their appeal rights relative to the denial of disability benefits.

Incumbents determine the need for future review of favorable decisions based on the current findings of disability, the potential for medical improvement, the vocational potential of the claimant and the feasibility of rehabilitation.

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<b>OPTIONS</b>			
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### **SERIES CONCEPT (cont'd)**

Incumbents conduct comprehensive vocational analysis on the claimant's vocational background, education, age, relevant past work, demonstrated functional capacity for gainful employment and determine ability to perform jobs within the national economy utilizing a knowledge of jobs, job related skills and vocational assessments. If applicants are not eligible for benefits, Disability Adjudicators make judgments regarding the vocational potential of the applicants and the feasibility of rehabilitation services and make appropriate referrals.

### **OPTION B - VOCATIONAL ANALYSIS:**

Incumbent conducts comprehensive vocational analyses and prepares written and verbal reports and recommendations which: explain the meaning and weight to be given to vocational factors and their interaction with existing medical, psychological and social conditions; consider clients' residual functional capacity in comparison to the physical and mental demands of past jobs; describe clients' ability to perform relevant work based on required skill levels, duties, equipment and tools; and identify clients' residual skills which are transferable to other jobs within the local economy.

Acts as an agency resource by: providing advice and guidance to consulting physicians and claims adjudicators to ensure that cases requiring consideration of vocational factors are properly identified, developed, evaluated and documented; exploring issues such as residual functional capacity and transferable skills; and clarifying vocational concepts, application of concepts to case situations and vocational issues which have an overall impact on client's ability to engage in competitive work, thereby improving the quality of disability decisions.

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### **CLASS CONCEPTS**

**Disability Adjudicator IV:** Under direction of the Rehabilitation Supervisor I, Disability Adjudicator IV's function as a lead worker over Disability Adjudicator III's by providing advice, guidance and training relative to complex medical and vocational issues and the application of applicable regulations, guidelines and standards; researching, clarifying and interpreting changes in Federal and State laws and agency procedures; reviewing case work to identify deficient case handling; formulating and assisting adjudicators in a plan to correct quality and production problems; training new and experienced staff; and reviewing claims returned to the unit for deficiencies by the medical review staff to determine appropriate follow-up action. In addition, Disability Adjudicator IV's are assigned the most complex cases on a regular recurring basis such as cases which require the determination of mental impairment claims or cases which must be re-adjudicated based on subsequent federal court decisions that have resulted in a change or expansion of the criteria under which the determinations were originally made.

This is the advanced journey level in the series. It is distinguished from the lower levels by the increased variety and complexity of duties, the scope of responsibility and level of decision making reflected in the lead work and complex case assignments which occur 50% or more of the time.

**Disability Adjudicator III:** Under direction of the Rehabilitation Supervisor I, Disability Adjudicator III's perform the full range of duties described in the series concept. Incumbents independently secure necessary evidence and apply program regulations, guidelines and standards to arrive at conclusions relative to disability issues. Technical assistance is available through the Rehabilitation Supervisor I, Disability Adjudicator IV and medical consultants. Work is reviewed at a higher level on a sample basis for accuracy of the determination and compliance with Federal, State and agency requirements.

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## CLASS CONCEPTS (cont'd)

### Disability Adjudicator III (cont'd)

This is the journey level for the series. It is distinguished from the lower level by the complexity of assigned claims and the level of independence with which the duties are performed.

**Disability Adjudicator II:** Under general supervision of the Rehabilitation Supervisor I or Disability Adjudicator IV, Disability Adjudicator II's receive training in the development, evaluation and adjudication of disability claims.

This is advanced trainee class which provides for progression to the journey level upon satisfactory completion of the required probationary period with recommendation of the appointing authority.

**Disability Adjudicator I:** Under general supervision of the Rehabilitation Supervisor I or Disability Adjudicator IV, Disability Adjudicator I's receive training in the development, evaluation and adjudication of disability claims. This is the entry level to the series which provides for progression to the journey level upon satisfactory completion of the required probationary period and with recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

### DISABILITY ADJUDICATOR IV

**EDUCATION AND EXPERIENCE:** One year of experience providing journey-level professional disability determination services under the federal Social Security Administration disability program equivalent to a Disability Adjudicator III in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** training methods and techniques used to convey disability adjudication issues.  
**Ability to:** effectively communicate with adjudicator staff to clarify and explain technical issues; negotiate solutions to problems, exchange ideas and information with others and arrive at mutually agreeable decisions; review the work of others for the purpose of identifying errors and deficiencies; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** federal and State laws, regulations and guidelines and agency policies and procedures applicable to disability adjudication. **General knowledge of:** supervisory methods; quality control methodology. **Ability to:** lead and motivate others to effective action.

### DISABILITY ADJUDICATOR III

**EDUCATION AND EXPERIENCE:** One year of experience providing professional disability determination services equivalent to a Disability Adjudicator II in Nevada State Service, i.e., securing and integrating medical, psychological, vocational and lay evidence and applying program standards to determine the effects and levels of impairments under the federal Social Security Administration's disability program; **OR** an equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (cont'd)

#### DISABILITY ADJUDICATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

##### **BOTH OPTIONS:**

**General knowledge of:** caseload management techniques to control a fluctuating work load; a wide variety of occupations and required job skills. **Ability to:** use medical terminology effectively to explain facts and interpret and justify decisions. **Skill in:** analyzing and evaluating medical and vocational data; *in addition, all knowledge, skills and abilities required at the lower levels.*

##### **OPTION B - VOCATIONAL ANALYSIS:**

**General knowledge of:** standard tests used in evaluating characteristics, skills and aptitudes of persons with disabilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

##### **BOTH OPTIONS:**

**Working knowledge of:** the principles, methods and techniques used to develop, evaluate and adjudicate evidence pertinent to disability claims; the Social Security Administration Disability Program; publications of the Department of Labor and Bureau of Census concerning job requirements. **Ability to:** work independently and follow through on complex duties with minimal supervision; secure, organize and summarize all medical, vocational and lay evidence necessary to reach and convey decisions of eligibility; understand and apply complex regulations, standards and instructions to facts and abstract concepts to arrive at objective conclusions. **Skill in:** preparing clear and concise written explanations of complex determinations of eligibility using appropriate medical, vocational and legal terminology.

##### **OPTION B - VOCATIONAL ANALYSIS:**

**Working knowledge of:** the factors measured in vocational testing and their affects on vocational performance and rehabilitation potential.

#### DISABILITY ADJUDICATOR II

EDUCATION AND EXPERIENCE: One year of experience working as a Disability Adjudicator I in Nevada State service; **OR** an equivalent combination of education and experience

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** the principles and practices associated with the disability adjudication process; federal and State laws, regulations and guidelines and agency procedures applicable to adjudicating Social Security disability claims; the vocational, medical and legal references and written standards applicable to the disability adjudication process; related outside human service agencies including their services, roles and responsibilities; the medical community including hospitals, outpatient clinics and physicians. **Ability to:** write technical rationale using appropriate medical, vocational and legal terminology; develop and assess a variety of data pertaining to the disability review process; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**General knowledge of:** caseload management techniques to control a fluctuating work load; a wide variety of occupations and required job skills; standard tests used in evaluating characteristics, skills and aptitudes of persons with disabilities. **Ability to:** use medical terminology effectively to explain facts and interpret and justify decisions. **Skill in:** analyzing and evaluating medical and vocational data.

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### MINIMUM QUALIFICATIONS (cont'd)

#### DISABILITY ADJUDICATOR I

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent and 60 semester credits of college course work which included 15 credits related to health/nursing and 15 credits related to behavioral sciences and one year of experience providing journey-level program support to disability determination services equivalent to a Program Assistant or Rehabilitation Technician in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** physical and mental disabilities and their effects on the ability to perform work; commonly accepted treatments, prognosis and duration of mental and physical disabilities; anatomy and physiology; medical and psychological terminology sufficient to read and interpret diagnostic and treatment reports. **Ability to:** establish and maintain harmonious working relationships with co-workers, consulting staff and the public; analyze facts, determine their acceptability and completeness; document facts and maintain case records; communicate effectively with persons from various socio-economic backgrounds and persons having severe physical or mental disabilities; elicit facts using interviewing techniques; add, subtract, multiply and divide sufficient to compute ratios and percentages and apply established formulas. **Skill in:** interpreting and applying laws, regulations and procedures to recurring situations; preparing clear and concise written explanations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**General knowledge of:** the principles and practices associated with the disability adjudication process; federal and State laws, regulations and guidelines and agency procedures applicable to adjudicating Social Security disability claims; the vocational, medical and legal references and written standards applicable to the disability adjudication process; related outside human service agencies including their services, roles and responsibilities; the medical community including hospitals, outpatient clinics and physicians. **Ability to:** write technical rationale using appropriate medical, vocational and legal terminology; develop and assess a variety of data pertaining to the disability review process.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.456</u>	<u>12.428</u>	<u>12.425</u>	<u>12.403</u>
ESTABLISHED:	7/1/93P 10/23/92PC	1/1/61	11/8/94UC	6/24/83
REVISED:		12/15/69		
REVISED:		11/21/73		
REVISED:		10/2/79-3		
REVISED:		6/24/83		
REVISED:		7/1/93P		7/1/93P
REVISED:		10/23/92PC		10/12/92PC
REVISED:	11/8/94UC	11/8/94UC		11/8/94UC